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*Government Relations*

*Organizational Management, Training, & Planning*

*Public Relations & Communications*

*Coalition Building      Advocacy*

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Profile

- ❖ An individual with proven ability to adapt skill sets to meet the organizational goals of any organization.
- ❖ An administrator with solid leadership experience in advocacy and coalition building, including training and strategic planning to achieve organizational goals.
- ❖ An effective communications professional with a successful record of public relations achievements in non-profit and public sector communications spanning twenty-five years.

Education

Oklahoma State University, Stillwater, Oklahoma

Bachelor of Science, May 1984

Major: Political Science/Pre-Law/Paralegal Option

Special Emphasis in Public Affairs, Policy Analysis, and Public Personnel Administration

University of Oklahoma, Norman, Oklahoma

Course requirements towards Master of Public Administration, 1990-1992

Professional Experience

Executive Assistant to the Attorney General

March 2016 to Present

Executive Unit

Office of the Oklahoma Attorney General

Oklahoma City, Oklahoma

The OAG's Executive Unit provides direction and management for the agency as a whole. The unit houses the centralized functions of the agency essential to all (14) units and sections of the office. This unit ensures that the day to day needs of the agency are met by ensuring the agency has the proper support and staffing to carry out its missions and goals.

As a member of the Executive Unit, duties include assisting with these responsibilities. Daily, a large number of meeting and speaking requests are made to have the Attorney General meet with external constituents and internal staff. The Executive Assistant position is solely responsible for responding to these requests and maintaining a complex scheduling calendar. Additional duties include the review of communications directed to the Attorney General and determining appropriate response and/or referral.

**Director of Executive Relations  
& Board Professional  
Office of the President  
Oklahoma City University**

**August 2010 to January 2016**

Served as a senior administrator and the board professional for a private, non-profit university. Duties included daily communications and problem solving with and for the OCU Board of Trustees and University President. Responsibility included communicating on behalf of the president with prospective donors, trustees, legislators, and other university constituents. Assisted the board chairman with communications to the board. Directed and coordinated special events providing logistical and representative support to the University Advancement and External Relations Office. Responsible for writing reports on behalf of the university president, editing university materials, and social media communications. Responsible for the university president's communications with the campus community and the board of trustees. Compiled research and assisted with composition of speeches for the president. Prepared and provided orientation materials to board members and coordinate all aspects of board and trustee committee meetings. Reviewed all communications directed to the president and determined appropriate response and/or referral. Served as the president's representative on multiple campus committees. Supervised and managed the president's support staff including recruitment, hiring, and training. Administered the department budget.

**Support Staff  
Woodward County District Attorney's Office  
Woodward, Oklahoma**

**July 2009 to June 2010**

Disposition of constituent and defendant-related inquiries not requiring the official action of the district attorney. Used interpersonal skills to conciliate issues with defense attorneys, defendants, victims of crimes and law enforcement personnel.

**Director of Tourism and Public Relations  
Woodward Tourism and Convention Bureau  
Woodward, Oklahoma**

**September 2008 to June 2009**

Developed a comprehensive strategic plan for tourism development for the City of Woodward, implementing all facets in a timely manner with notable successful achievements. Responsible for a market analysis of the area's tourism potential and development of slogans and marketing materials to enhance tourism targeting specific outcomes. Marketing efforts included augmenting Woodward area listings in marketing materials, web content development, brochure development, on-line web advertising, print and radio advertisements, ghostwriting for tourism publications, and press release development and distribution. Spoke on behalf of Woodward Tourism before community groups, etc. Worked to grow area tourism and enhance tourism partner facilities and



special events by creating dynamic partnerships utilizing resources, talents, and skills of community volunteers and professionals. Awarded the Friend of the Museum Award from the Plains Indians and Pioneers Museum for efforts to enhance their facilities and programs. Recognized as an up and coming tourism director by the Oklahoma Department of Tourism.

**Legal Assistant**  
**Woodward Co. District Attorney's Juvenile Division**  
**Woodward, Oklahoma**

**September 2007- September 2008**

Attended all juvenile court proceedings, recording the outcome of the hearings for the district judge. Liaison with district judges, law enforcement, the Department of Human Services, and the Office of Juvenile Affairs. Responsible for preparing a multitude of legal documents for the Juvenile Division of the District Court, as well as preparation of cases for hearings and trials.

**Director, Tulsa Division**  
**Office of Governor Brad Henry**  
**Tulsa, Oklahoma**

**February 2003 to June 2007**

Responsibilities included all aspects of running the operations of the Governor's field office in Tulsa. The primary focus of the position entailed constituent services and community relations in northeast Oklahoma. The position required strong interpersonal, trust-building skills in order to effectively carry out the duties required of the position which included establishing a leadership role in the community, establishing rapport with local media and community leaders, and networking with public assistance organizations. Responsibilities included serving as liaison with all sectors of the community which included business groups, education professionals, emergency managers, state legislators and employees, social service nonprofits, faith organizations, state and federal agencies, Oklahoma's congressional delegation, etc. Served as spokesperson for the governor at media events and as the official representative of the governor at a wide range of public events, organization meetings, and constituent meetings. Additional responsibilities were the planning and coordination of advocacy efforts for multiple community groups. While in the position the most comprehensive special project completed was the oversight, planning, and beginning implementation of Governor Henry's Strong and Healthy Oklahoma Wellness Initiative.

**Executive Director**  
**Ada Regional United Way**  
**Ada, Oklahoma**

**1999 to 2002**

Duties involved running the area's largest charity and fundraising organization. Responsible for recruiting and training volunteers and developing campaign strategy, promotional materials and advertising for the annual fund drive, as well as planning and coordinating multiple special events and media events. Responsible for coordinating and overseeing the annual allocations process for United Way member agencies. Skills required to successfully carry out the position were building board relations, establishing a leadership role in the community, establishing rapport with local media and community leaders, networking with public assistance organizations, as well as managing day to day office operations which included financial bookkeeping and reporting. Upon taking the position, the organization began to exceed its community fundraising goals after several years of not reaching its

annual goals. Responsible for Ada obtaining a Success by Six program, the forerunner of Smart Start Oklahoma.

**Executive Assistant to the Attorney General** 1987 to 1994  
**Office of the Oklahoma Attorney General**  
**Oklahoma City, Oklahoma**

Duties included the disposition of office details and correspondence not requiring the official action or decision of the Attorney General. Served as a key public relations contact for media inquiries, legislators, and the general public. Screened meeting and speech requests and maintained the Attorney General's scheduling calendar. Special projects included serving as staff assistant to the Governor's Commission on the Status of Women.

**Paralegal** 1985 to 1987  
**Office of the Attorney General, Tort Defense Division**  
**Oklahoma City, Oklahoma**

**Public Affairs Officer** 1984 to 1985  
**Oklahoma Tax Commission, Ad Valorem Division**  
**Oklahoma City, Oklahoma**

#### **Professional and Volunteer Activities**

Woodward Regional Hospital, Board of Trustees

Northwest Oklahoma CASA, Board of Directors, President

Northwest Oklahoma Chapter of the American Red Cross, Board of Directors (Board Member of the Year 2010)

United Fund of Woodward, Board of Directors

Oklahoma Chapter of the Great Western Trail Association, Board of Directors (2009)

Oklahoma Fit Kids Coalition, Board of Directors (2006-2007)

Systems of Care, Tulsa Community Team Member (2003-2007)

JumpStart Tulsa, Steering Committee Member (2003-2007)

Oklahoma Afterschool Network, Leadership Team (2006-2007)

State Employees Charitable Campaign, NE Oklahoma Chairman 2003, 2004, 2005

## **REFERENCES**

The Honorable Scott Pruitt, Oklahoma Attorney General

The Honorable Brad Henry, Governor of Oklahoma (2003-2011)

Gerald Adams, Chief of Staff, Office of Governor Brad Henry (2003-2011)

Terry Cline, Ph.D., Secretary of Health, State of Oklahoma

The Honorable Robert Butkin, Oklahoma State Treasurer (1995-2005)

MaryAnn White, Director, American Red Cross (NW Oklahoma)

Lavah Lowe, CEO, Woodward Regional Hospital (2008-2010)

Vicki Patton, Board Chairman, Ada Regional United Way (2000)